



LN RD-167

15 AUG 1974

MEMORANDUM FOR: Acting Executive Officer, OL  
 Chief, Budget and Fiscal Branch, OL  
 Chief, Records and Services Branch, OL  
 Chief, Personnel and Training Staff, OL  
 Chief, Plans and Programs Staff, OL  
 Acting Chief, Procurement Management Staff, OL  
 Chief, Security Staff, OL  
 Chief, Logistics Services Division, OL  
 Chief, Printing Services Division, OL  
 Chief, Procurement Division, OL  
 Chief, Real Estate and Construction Division, OL  
 Chief, Supply Division, OL  
 Chief, [redacted] OL

SUBJECT : Guidelines for Clerical Promotions

1. So that all Office of Logistics' Divisions and Staffs will be using the same standards, provided below are the minimum time-in-grade guidelines on clerical promotions in grades GS-03 through GS-07:

GS-03 to GS-04	6 months to <sup>9 mos</sup> 1 year
GS-04 to GS-05	9 months to 1 year
GS-05 to GS-06	1 year
GS-06 to GS-07	1 year to 1 1/2 years

2. Promotions should, however, be based primarily on individual performance and on whether or not the particular slot will accommodate a promotion. These are guidelines and not rigid requirements. On the other hand, while exceptions will be considered, they should be only for those cases where performance clearly exceeds the norm and special recognition is warranted.

/s/ Michael J. Malanick

Michael J. Malanick  
 Director of Logistics

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Fran — pls.  
do what needs  
to be done to  
make this an  
L.N.

Pls return drafts  
to me.

DLZ  
ell S.